

INSTRUCTIONS

EMPLOYEE REGISTRATION

The Private Detective Act requires that all employees of licensed companies must also submit to a fingerprint process as part of the hiring and registration procedures. All applicants and employees must comply with the new procedure for submission of fingerprint impressions promulgated by the New Jersey State Police Superintendent.

Employees may not be scheduled for work until they schedule an appointment for fingerprinting or until they provide their employer with the requisite fingerprinting receipt from Sagem Morpho. Security Officers must apply for certification as required by SORA and produce their 30 day temporary certificate to their employer.

Documentation/fees submitted to the Private Detective Unit:

1. Employee's name, date of birth, and social security number typed on company letterhead.
2. The original fingerprinting receipt from Sagem Morpho for non-security employees. No morpho receipt is required for security personnel. Employers will include either the Security Officer Certification applicant identification number or the Security Officer Certification number.
3. Registration fee \$15.00 per new employee payable to *State of New Jersey*. *Licensed agencies need not re-register existing employees, only new hires.*

All "new hire" security personnel must comply with SORA.

The licensee shall keep the following on file at the place of business for inspection purposes:

1. **Employees Statement** (Form 202) must be completed, signed, and notarize
2. Copy of fingerprinting receipt from Sagem Morpho as proof of fingerprinting or 30 day temporary Security Officer Certification applicant identification number or Security Officer Certification number.

Payments:

1. Payment for all remitted items shall be a money order, cashier's check, certified check or business check. **NO** personal checks or cash accepted.
2. **DO NOT** combine the payment for initial and renewed employees, submit separate checks.
3. Payment for multiple initial or multiple renewed employees can be combined on one (1) check.

